

**School Workforce Census (SWF)
Frequently Asked Questions (FAQs)
Updated September 2011**

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CHANGES MADE SINCE THE LAST VERSION

Questions and answers added since the last version can be identified by the word “[NEW]” and those that have been updated to reflect changes in the requirements can be identified by the word “[UPDATED]”. If you use this document regularly, you might wish to just search on the words “new” and “updated” to locate the individual questions and answers that have been added or changed. Please note that questions updated merely to show a change of dates (ie 2011 instead of 2010) have not been marked as updated.

ABSENCE

Absences for Autumn 2011

Question: Will absence be collected for the Academic year from Autumn 2011?

Answer: Yes the absence will be collected for the previous academic year, ie from September 2010 to August 2011.

Absent on Census Day

Question: Is it correct that Absent on Census Day no longer needs to be recorded?

Answer: Yes, this has been dropped from the annual collection

Accompanying a child to hospital

Question: In a situation where a teaching assistant has to accompany a pupil to the hospital – what absence category should be used?

Answer: An absence is described as any activity that takes a member of staff away from their normal duties. If this is not considered part of the teaching assistant's normal duties, it should be recorded as 'other paid authorised leave' as long as it is for at least half a day.

Adoption

Question: Absence Category: - Should adoption leave be coded as MAT (maternity/paternity leave) or OTH (other paid authorised absence)?

Answer: Adoption leave should be recorded as OTH (if the leave is paid) or UNP (if the leave is unpaid).

Career Break

Question: Should there be a separate code value for career break?

Answer: Career break would be covered by UNP - unpaid authorised absence.

Disciplinary suspension

Question: If a teacher is under a disciplinary suspension which covers the census week how should this be returned with regard to contracts and absences? In SIMS Personnel 7 (for recording staff) there is a start date and end date for suspension and free text reason for suspension - do we need an extra absence category for this type of absence ie suspension?

Answer: No extra category required - this should be recorded as authorised absence, unpaid or paid as appropriate

Interviewing

Question: If the deputy headteacher is absent from the school to carry out some interviewing does this need to be recorded?

Answer: If the absence is for half a day or more and not considered to be part of the deputy headteacher's normal duties, then it should be recorded as an absence, probably "other paid

authorised absence”.

Maternity

Question: Suspension in SIMS Personnel 7 can be for maternity leave. Should this be mapped to a different absence category eg SEC or should it be mapped as MAT (Maternity)?

Answer: Use MAT if the reason for absence is Maternity, use the most appropriate of the other available codes if the reason for absence is not maternity.

Part-time staff

Question: If someone works only Tuesdays and Thursday and is sick both those days, the MIS system records absence as starting Tuesday and ending Thursday. Payroll system however records the absence as a week. How will this affect the return?

Answer: The length of the absence will be picked up from the number of working days lost which will be two. This is manually input and is independent of the first and last day of absence fields.

Question: If a member of staff works mornings only and is off, is the absence recorded as the working hours lost or as a whole day?

Answer: In the instance where a staff member only works mornings and is off sick on a morning, that would be recorded as 0.5 working days lost. Only absences of half a day or more should be recorded and working days lost are only required for sickness absence. If there are any instances where the morning and afternoon sessions are not equal, each session should be counted as half a day.

Phased Return

Question: How should absence be recorded if a member of staff is making a phased return to work after a period of long term sickness?

Answer: These staff should be recorded as absent for the periods when they would normally be working. The schools will need to decide whether that is sickness absence or possibly other paid authorised absence and this may depend on local HR policy.

PPA / Inset

Question: How should schools record teachers who are on a) PPA time or b) inset days for the purpose of recording attendance and absences of staff?

Answer: Neither PPA time nor INSET days should be recorded as absences as they are considered to be part of normal duties.

Sickness Absence

Question: Will we be recording 'sickness' as the absence code rather than any particular reason for sickness?

Answer: Yes. The reason for sickness is not collected for SWF.

Question: If a teacher went off sick during the Summer Term and still hasn't returned to work at the time of the Census in the Autumn do I need to put 31/08/2011 as the last day of absence?

Answer: No, you should leave the last day field blank. The date should be entered once the period of sickness absence has finished and the teacher has returned to work. The fact that the last day field is blank will show that the absence is still on-going and the last day will be picked up in a future Census. If the teacher returned to work between 31/08/2011 and census day then the date of return can be entered in the census. **[UPDATED]**

Question: If the last day of absence is left blank for maternity leave why does this generate a query and why do I need to add a note?

Answer: We would expect schools and LAs to know in most cases the return date for someone on maternity leave and if it isn't then a note should be added to say that the date is unknown.

Staff for whom absence data is required

Question: Does absence only include staff contracted to the school or people on Service Level Agreements?

Answer: Absence data is required for all teachers and teaching assistants in regular service on contracts, except those that are centrally employed. Absence information is optional for agency/service agreement teachers: there is no requirement for schools to record this information on their MIS but if it is recorded it will be returned to the Department as part of the collection. **[UPDATED]**

What needs to be recorded

Question: Recording of absence for the school's workforce is an issue for some schools as they only record sickness absences, so absences such as training may not be recorded in current systems.

Answer: Schools no longer need to record absence due to training. Feedback from LAs and schools has indicated that this was burdensome to collect and the data would be of limited use as it would not have captured a complete picture of the amount of training undertaken. Schools and LAs can continue to record absence due to training should they wish to, but they are not obliged to do so. Absence should still be recorded for other activities that take teachers and teaching assistants away from their normal duties for half a day or more under one of the following categories: maternity/paternity leave; sickness; unauthorised absence; unpaid, authorised absence; secondment; paid absence for public duties; other paid absence.

Question: Do we need to report absences that are still current, or have started since 1 September 2011?

Answer: Absence should be recorded on an on-going basis. It will be collected each Autumn for the previous academic year (1 September to 31 August) so it will be important to ensure that data is up to date before submitting the Census return. Any absence that falls between the end of August and the Census Date will be picked up in the SWF the following year.

Working days lost

Question: Are working days lost required for all types of absence?

Answer: No, working days lost are only required for sickness absence. If schools or LAs wish to record working days lost for other types of absence, and their systems allow it, then they are free to do so. However, they are not required to do so for the purposes of SWF and they should be aware that the working days lost for other types of absences may be uploaded from their systems to COLLECT as part of the collection.

Question: If an employee is supposed to work 6 hrs and only works 4, missing the afternoon session, is she considered to be absent for the whole afternoon?

Answer: Yes as a session is classed as half a day.

Question: If a teacher is still off sick at the time of the Census should I calculate the number of working days lost up to 31/08/2010 and enter these in the working days lost field?

Answer: No. For any sickness absences that are on-going at the time of the Census, please leave the working days lost field blank. This will show that the absence is on-going. The number of working days lost should be completed once the period of sickness absence has finished and the teacher has returned to work and will be picked up in a future Census.

Question: If someone is off sick for the summer holiday would those days during the holiday period count as working days lost?

Answer: No. Only days when the teacher or teaching assistant would have been working but was off sick should be included in the working days lost.

ACADEMIES

Question: We have a school which from 1 September will become an academy. What is the LA's responsibility in submitting the return?

Answer: The LA has no responsibility with respect to academies and the School Workforce Census. Academies are responsible for submitting and approving their own returns. If academies wish to enter into data sharing arrangements with the LA then they are clearly free to do so but would need to inform the DSD Helpdesk.

CONTRACT INFORMATION

Agency Staff

Question: If an agency teacher works for two different agencies might she be paid different rates?

Answer: Yes, it is possible. But no salary details are required if a daily rate is being paid so this shouldn't be a problem.

Question: If agency staff are paid on some other basis (eg lump sum for a project, hourly rate or annual contract) are the rules different again? It seems highly unlikely that agencies will provide details of how their staff are paid.

Answer: If a teacher has been provided by an agency (or the LA acting like a supply agency) and they are paid on the basis of a daily rate, then the daily rate field should be set to yes and then there is no need to provide any pay details.

Contracts linked to Statemented Pupils

Question: Where do we record contracts linked to Statemented Pupils? We record an end date for administrative purposes and call the contract 'Fixed Term'. Should they be counted as 'Temporary'?

Answer: "Temporary" is used for all short term contracts without a fixed end date. "Fixed term" is used for contracts with a definite span and a fixed end date." Since in your example the contract has an end date and is called 'fixed term', then the advice is to return it as such.

Date of Arrival in School

Question: If the MIS happens to record 'Date of Arrival in School' for non-teaching support staff is it OK to return it anyway or should it be filtered out?

Answer: Date of arrival in school is not required for other support staff in SWF but it is up to schools what information they store on their management information systems. So schools can record this information if they wish and the data extraction process should filter out any data that is not required for SWF.

Destination

Question: What should schools enter if they are not given the next destination of Agency staff?

Answer: Destination is an optional field for agency staff so schools are not required to enter this information. Should schools wish to enter this they can always select the code for Not known.

Extensions to contacts

Question: We have a member of staff whose contract was due to finish on the 12 April however this has been extended to September should we set up a new contract or can we just change the end date of the current contract?

Answer: SWF would not see this as a new contract, merely an extension, and so the end date of the current contract can just be changed. If local HR practices are different from this, then local practices should be followed.

Old Style Contracts

Question: How do we record people who are not on the 32.5 hours a week contracts?

Answer: As the old-type contracts which are 27 hours per week instead of the normal 32.5 hours, you should record what actually happens, ie under FTE Hours per Week you should record 27 hours, and the actual directed hours against Hours Worked per Week. The detail of this is explained in section 4.2.17 (Contract/Agreement Module) in the guidance for school employed staff published on TeacherNet. The ready reckoner shown there to help conversion of contracted to directed hours per week will need to be adjusted in this instance, of course.

Secondment

Question: If a teacher has a permanent full time appointment at school A but is seconded on a full time basis as temporary head of school B for one term (Jan to March), which school returns which information and how?

Answer: The teacher is recorded as seconded in the absence module for school A and is returned as a head teacher in school B.

Question: How does a school record a seconded teacher? School A employs a teacher who is seconded to School B. School A records the teacher and contract in the normal way. What does School B do? I don't think School B has a contract with the teacher.

Answer: School A would be expected to return a contract record with the teacher recorded as being absent – due to secondment – and School B to return a fixed term contract for the period of the secondment there.

Self-employed staff

Question: How do you record staff who are self-employed and in regular service?

Answer: This would depend on the type of staff. If they are teachers, then we would require a full service agreement record from the school. If they are support staff, including teaching assistants, we would only require them to be included in the headcount of third party support staff if they are in school on the Census day.

Weeks per year

Question: Is 'Weeks per year' the weeks actually worked as opposed to full time weeks? (For Part time staff?)

Answer: The 'weeks per year' is the number of weeks for which a person is paid, including any paid holiday. For example, a full-time teacher would be paid for 52 weeks per year whereas a full-time term time only teacher would be 39 weeks per year.

Which contracts to include

Question: What constitutes a contract? Does it have to be a written formal contract or should staff on verbal contracts also be included?

Answer: Staff with verbal contracts are considered to be casual staff and so not in regular employment. Individual records are therefore not expected for them.

CURRICULUM

Support Staff

Question: Can Curriculum data be collected for support staff? For example, technicians will contribute to teaching different subjects (eg art/design, ICT, technology, science, etc) to the different year groups and for the different subjects.

Answer: Curriculum data is only required for teachers and teaching assistants but it is up to schools what information they store on their timetabling and management information systems. So, schools can include other support staff in their timetabling software and the data extraction process should filter out any data that is not required for SWF.

Which schools need to return curriculum data

Question: My understanding is that these data items are only required from secondary schools that have a MIS system that has the functionality to build a school timetable. Is this correct?

Answer: A return is only required from secondary (or middle-deemed secondary) schools that use a computerised timetabling system that interfaces with their MI system.

Question: Are special schools required to submit curriculum data?

Answer: No. Special schools are not in scope for curriculum data.

Question: Is the curriculum data to be collected ONLY for secondary schools and not for maintained special schools who teach 11 to 16 year olds?

Answer: Yes.

Question: One secondary school uses SERCO for its timetable module and SIMS for its personnel module. Do I need to upload two files for the same school or would I need to do a matching exercise.

Answer: We only expect curriculum data from schools that have timetabling software that interfaces with its MIS. Give that the timetabling software in SERCO does not interface with SIMS we would not expect this secondary school to return curriculum data.

PRIVACY NOTICES and LEGAL OBLIGATIONS

Question: How often does the Privacy Notice need to be distributed re the School Workforce?

Answer: Once a Privacy Notice has been issued to a member of staff a further one only needs to be reissued if there are changes to the data collected, the uses to which the data will be put and/or the organisations it will be shared with. Privacy Notices have been placed on the Department's website (<http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datamanagement/a0064374/suggested-text-and-guidance-for-issuing-privacy-notices>) and these should be used for any new staff coming into the collection.. Please remember these are suggested texts and we recommend that your own legal advisors should review them so that they can be amended to suit local needs.

Question: Can schools or individual staff refuse to participate in SWF?

Answer: The Department cannot offer any individual or blanket dispensation from participation in the SWF collection. Neither heads nor governing bodies can decide not to participate in SWF as it is a statutory requirement and it is not possible to opt out of it. However, the duty to provide the data is the governing body's and therefore if the data are not provided then it is the governing body that is legally in breach of the duty. The head has a statutory duty, under the School Teachers' Pay and Conditions Document, to assist the governing body in the exercise of their functions, and if a head is not doing so then this may be an employment matter. In most cases, the LA is the employer of the head and therefore if the head is not doing something they should, then the LA will be able to take its own advice on handling this as an employment issue.

PAY

Additional payments

Question: How are Additional payments to be returned? Do the payments have to be shown in the period they were paid? Can we aggregate the payments into a total for the year?

Answer: Additional Payments should be shown as part of the contract details. If the payments situation subsequently changes, then the next Census will show that change. More than one additional payment can be recorded against a contract, so they should not be aggregated. Additional payments should include all payments earned since the previous census reference date, ie all additional payments from 5/11/2010 to 3/11/2011. **[Updated]**

Allowance Proportion

Question: How should the Allowance Proportion be considered? The proportion of the allowance (Allowance FTE) is stored as a separate value from the Contract Hours FTE since this can be set to a different value. For example, a part-timer on Contract FTE of 0.5 may be eligible to receive a full allowance amount (allowance FTE of 1.0) or just 0.5 of it. A full-timer may share an allowance with another member of staff so may only be entitled to 0.5 of it. In the Annual Service Return, the following rules apply to returning the Full Time Salary: For full-timers if the Allowance FTE is < 1 then the proportioned allowance amount is added to the Annual Salary Rate. For Part-timers then full allowance amount (not taking into account the Allowance FTE) is added to the Annual Salary Rate. What should be returned for School Workforce?

Answer: All allowances should be included as the actual annual amount of the payment made, so if two people shared an allowance equally then the amount to be included for each would be half of the allowance, i.e. what they actually received.

Benefits in kind

Question: How are benefits in kind to be treated?

Answer: Benefits in kind are not included.

Daily rate for agency staff

Question: How do schools find the salary/ daily rate paid to Agency teachers? The school will be invoiced for the teacher, but will not know how much the teacher has been paid?

Answer: If an agency teacher is being paid on a daily rate, then the Daily Rate field in the contract/agreement module should record a value of Y ('Yes'). If Daily Rate is Y then no salary details need to be provided.

Out of Service Learning Activity Payments

Question: Can the Department confirm that Out of School Learning Activity payments (OSLA) should be treated as any other allowance in calculating the salary rate, i.e. only include if they are active on the census date itself. I ask because there are very specific rules for grossing them up for the period when reporting them in the ASR – since there is no 'period' here I guess that these do not apply.

Answer: Treat as other additional payment amounts. Additional payments should include all payments earned since the previous census reference date, ie all additional payments from

5/11/2010 to 3/11/2011. [UPDATED]

Pay scales

Question: Currently there are three pay scales that don't have matching Spine Points, NJC, Soulbury and Other. The Department's advice previously has been that they don't have matching spines or information is not known, but if this is a required field do we need an 'OTHER' when NJC, Soulbury or Other is the Pay Scale?

Answer: There is no requirement to collect spine points for the NJC and Soulbury pay scales, and hence the Spine Point code set does not give values for these scales. No entry is required in these cases. However, the Total Pay field will need to be completed for these staff.

Total Pay

Question: Is a snapshot of the annual salary rate on the census date itself required, or a salary rate history as is returned in the Annual Service Return?

Answer: Total pay should reflect the annual salary of a member of staff as at the Census. It should *not* include any additional payments or allowances. [UPDATED]

Support staff

Question: Is it correct that no payment data is required for any support staff (other than TAs)?

Answer: No, that is no longer correct. In a change from previous years schools/LAs are asked to provide pay data for other support staff as well as teachers and teaching assistants. [UPDATED]

QUALIFICATIONS

Centrally employed staff

Question: Are qualifications required for centrally employed staff?

Answer: No distinction is made in the requirement for qualifications information from school based or centrally employed staff. So, qualifications data will be required for all staff in scope for SWF Census. **[UPDATED]**

Codesets

Question: Why are the qualification subject codes in code number order rather than alphabetical order in the Guidance Notes?

Answer: Version 1.1 of the Guidance Notes has re-ordered the subject codes in alphabetical order in response to feedback. A spreadsheet has also been published on the Department's website

<http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datacollections/swf/a0063745/information-for-academies-and-schools> which groups the JACS codes according to subject area. This list does not include the additional, non-JACS codes that have been added to the SWF codeset to capture older qualifications and qualifications in SEN. Schools and LAs may find both presentations of the codes useful. **[UPDATED]**

Question: Why are there two subject codesets?

Answer: There are two subject codesets and they are used for different purposes. The General Subject Code is used in the Curriculum Module to indicate the subject an individual is timetabled to teach or support. The Degree Subject Code is used in the Qualification Module to indicate the subject specialism of any qualification gained. **[NEW]**

NCSL Qualifications

Question: Should NPQH be in the list of qualifications? Also CSBM and DSBM for support staff - all of these are delivered through the NCSL

Answer: We will obtain information on holders of NPQH, CSBM and DSBM direct from NCSL and so these qualifications are not required for SWF.

Recording of old qualifications

Question: If a teacher has been in post for many years and their teaching qualification says they have a teaching certificate, how should this be recorded?

Answer: For the purposes of SWF, "certificate in education or equivalent" should be selected from the qualification code set.

Question: If a teacher gained their degree some time ago and there isn't a subject code to match the subject of that degree, what should I record?

Answer: To accommodate these cases extra subjects (Z101 – *Science*; Z102 - *Applied Science*; Z103 – *Citizenship*; Z104 - *Design & Technology*; Z105 – *Geography*; Z106 - *Manufacturing* and Z107 - *Modern Languages*) have been added to the codeset to represent subject areas commonly taught in schools. A set of five SEN qualification areas has also been added to the subject codeset (Z201 - *SEN – SENCO*; Z202 - *SEN – Sensory impairments*;

Z203 - SEN – Severe Learning Difficulties; Z204 - SEN – Profound and Multiple Learning Difficulties; Z205 - SEN – other) for staff who have qualifications relevant to teaching SEN pupils. If a member of staff has a qualification which does not match one of the JACS codes then these extra codes may be used if they provide a close match to the qualification in question. If it is not possible to find an appropriate JACS code or corresponding Subject Code then schools and LAs should leave the Subject Codes blank rather than try to assign a “best fit”. The appropriate qualification for the qualification code to show the type of qualification that has been gained should still be selected but do not enter a subject code. We are aware that some software systems do not allow a qualification to be entered without a subject code, and in this situation please enter the qualification and find a "best fit" for the subject code. **[UPDATED]**

Support staff

Question: What about all the support staff? Is qualifications data required for them?

Answer: In a change from previous years, the Department is asking for qualification data for other support staff as well as teachers and teaching assistants. All qualifications graded at NQF level 4 or above (ie post A-level qualifications) should be included. **[NEW]**

Question: Support staff qualifications could be extensive and some very old but there is no facility to enter the date of a qualification.

Answer: We do not require the date that the qualification was obtained, and we only require qualification data for TAs working in maths and science.

Teaching Assistants

Question: Is qualification data required for all Teaching assistants or is it only required for those teaching English and Maths?

Answer: Qualification data is now required for all teachers, teaching assistants and other support staff. **[NEW]**

QTS

Question: Do centrally employed staff who are qualified teachers but not based in school ie Specialist Teachers, Music Teachers for example need to enter the QTS?

Answer: Yes QTS status needs to be provided for all teachers and teaching assistants in regular service, regardless of whether they are employed by a school, the LA or a third party provider. However, note that QTS route only needs to be returned for staff currently in schools working towards achieving QTS status. This does not have to be back filled for staff who already have QTS.

QTS Route

Question: With regard to the QTS route, the guidance indicates that this should only be submitted for staff currently in schools on route to achieving QTS. Does that mean we do not have to enter data for centrally employed staff?

Answer: QTS route only needs to be returned for members of staff who are working towards QTS, normally through a training programme such as: Overseas Trained Teacher Programme, Registered Teacher Programme, Graduate Teacher Programme, Teach First Programme or Flexible Routes. It is unlikely that someone on a training programme would be centrally employed and not in a school as part of the training. It is therefore unlikely that QTS route will

need to be provided for any centrally employed staff in the near future. Over time, as these newly qualified teachers progress through the teaching system and into the central employment of LAs, then it is expected that this field would start to be populated for centrally employed staff. However, note that QTS route only needs to be returned for staff currently in schools working towards achieving QTS status. **This does not have to be back filled for staff who already have QTS. [UPDATED]**

Qualifications required

Question: HR providers will only have checked that a teacher is qualified. The risk here is that schools may or may not ask teachers for their qualifications (and this would represent quite a bit of additional work in a school). Consequently data will almost certainly be partial and un-validated.

Answer: GTC should hold qualification data post 1986, so it is only qualifications acquired before this date, or post-training qualifications acquired after that date which have not been reported to the GTC that we should need. There may be gaps in the GTC data so schools should check the data provided and add/correct data as appropriate.

Question: Which qualifications should be recorded, the one that qualifies them to teach or the highest qualification they hold?

Answer: All qualifications relevant to their engagement as a teacher, achieved at a level 4 or higher on the National Qualifications Framework, should be recorded.

ROLES

Admin Officers

Question: What role should be used for Admin Officers? Administrator is lumped with a clerk and seeing as there are about 3 or 4 grades different between these, this would not reflect the true workforce of a school - should we use other?

Answer: This is about the nature of work carried out by staff, not the office hierarchy - choose whichever role fits best. Other possibilities include bursar, school secretary, finance officer and office manager.

Clerk to Governors

Question: Do we need to include clerk to governors in the return?

Answer: No, these do not need to be included.

SCOPE (which staff and establishments to include)

Academies

Question: The Local Authority has no control over some of the Academies in their area. The guidelines clearly state that they are in scope for the SWF but what the legal requirements are in terms of the LA submitting a return on behalf of these schools, or is it the responsibility of the academy to submit their return directly to the Department.

Answer: Academies and CTCs are responsible for their own returns. Academies and CTCs may negotiate locally and the LA may submit on their behalf, but this purely at the discretion of both parties, and the Helpdesk will need to be informed by the academies/CTCs of any such arrangements.

Advisors

Question: Many of our Advisors are paid under Soulbury Terms and Conditions and do not visit schools on a regular basis. Do they need to be included?

Answer: Advisory teachers – often qualified teachers that carry out a range of duties including training staff, helping develop and implement school policy and classroom support – should be included in the central return. However, other types of advisors would only be included if they spent the majority of their time in schools.

Agency teaching assistants

Question: Would a teaching assistant employed by a school through a third party supply agency require a service agreement record or would they be counted under the third party support staff headcount?

Answer: They would be included in the third party support staff if they were in school on Census Day.

Apprentices

Question: We have some apprentices working in our schools, should they be included in the SWF?

Answer: If they have a contract for one month or more and are fulfilling one of the roles listed in the role codeset then they should be included for that role. If they are employed on a more casual or training basis, then they would not be included.

Breakfast clubs

Question: Do we count staff employed in Breakfast Clubs and After School Clubs? What about staff in Children's Centres as some of these may be on the school personnel system and some of them will be staff employed by the LA?

Answer: Breakfast Clubs and After School Clubs are extended services, and therefore not in scope. Children's Centres and Early years Settings are also out of scope.

Question: What do you mean by support staff spending the *majority* of their time in schools?

Answer: We mean those that spend more than half the time they work, ie more than 50%, in

schools.

Childrens Centres

Question: Are Children's Centres are in scope for SWF

Answer: Surestart, day care centres and children's centres are not in scope. LA maintained nurseries are in scope. If staff work across these establishments they are in scope for the portion of time they are working in the LA maintained nursery schools. For example, a teacher working 0.5 FTE in a LA maintained nursery and 0.5 FTE in a surestart or children's centre would only count as a 0.5 FTE member of staff for SWF purposes.

Question: Most Children's Centres operate on school premises although the staff are not paid for by the schools. Staff don't appear on the staffing part of the Pupil Census and are not usually involved in teaching/supporting pupils in the LA's maintained schools. Are they in scope for SWF?

Answer: If staff working at the Children's Centres are not involved in teaching or working with pupils at the maintained school and are not paid for by the school then they are not in scope for SWF. The fact that the centres are physically situated on school premises is immaterial.

Cleaning staff

Question: Are cleaning staff to be headcount only at census date?

Answer: If the member of cleaning staff concerned is in regular service and employed directly by the school then a contract record should be returned for them by the school. If they are employed by the LA and provided to the school under a service agreement or other arrangement, then the LA should provide a contract record for them in their central return., See the column 'Other Support Staff' in the table of data items in section 3.1 of the Guidance for school employed staff for the required data items. If the cleaner is provided by a third party, eg contract cleaners, and they are in the school on the Census Day then they should be included in the third party support staff headcount: Third party support staff are those not employed directly by schools or Local Authorities.

Question: Do we need to include cleaners that work outside of the normal school day in any of our returns?

Answer: Yes. Cleaners should not be excluded just because they work outside of the normal school day. Our current advice is that staff with roles in extended schools' activities, eg breakfast or after school clubs should not be included in the SWF for those roles. But staff engaged in the normal running of the school such as cleaners should be included provided they are in regular service regardless of when they work. We apologise for conflicting advice about this.

Question: I am bit confused about what is now required in relation to cleaners.

Answer: Cleaners could be included in SWF returns in one of the following three ways:

- (i) if a cleaner is employed directly by a school then they would be included in the school return
- (ii) if a cleaner is employed by the LA then they would be included in the LA return
- (iii) if a cleaner is employed by a third party provider (ie not a school or LA) then they would be included in the third party support staff headcount in the school return if they are in school on Census day

Some cleaners work for business units as part of the LA and an argument could be made that they are either (ii) or (iii) above. As long as LAs make it clear to their schools the way in which the LA classifies the cleaners then data should be returned on all cleaners.

Cleaning services

Question: Some schools are cleaned by an external company from whom they buy cleaning services. Whilst a cleaner will attend a school on a regular / daily basis, it may not be the same cleaner, so the cleaner may not be in what we class as regular service but the post / role is. How would we collect this data?

Answer: A headcount by role is required for all support staff that are in school on census day and are not directly employed by the LA or a school, eg contract cleaners, nurses employed by a PCT, outsourced IT technicians. The role should be taken from the general role code set. Individual level data for these support staff is not required, even if the same person comes into the school regularly.

Educational Welfare Officers (EWOs)

Question: Do we need to include a EWO who is based at one school but works in other schools as well? Do all the schools they work in include them on the return?

Answer: In the example provided of a EWO, the contracting school would be responsible for making the return for this person. However, if the EWO was providing a regular service to other schools, each of those schools would need to include a service agreement record for the EWO.

Federation

Question: We currently have a federation of two schools that are under one governance but have two establishment numbers. They share teachers and have the same head teacher, they use the same bursars, librarians etc. How should these be recorded?

Answer: We require a return for both the schools. Staff shared across the schools should be returned separately for each school and, where required, showing the appropriate hours worked and FTE hours per week for the time they spend working within that school. This is consistent with Schools Census which returns the pupils for each school. If there is any difficulty providing the information in this way for federations please contact the DSD Helpdesk to discuss possible alternative approaches – dsd.helpdesk@education.gsi.gov.uk. The post and role of executive head have been introduced for the annual collection for a head teacher who directly leads two or more schools in a federation. Only the school that holds the contract for the executive head will be expected to return information for him/her. The Department will deduce, from information about which schools comprise the federation, which other schools the executive head leads.

Home-to-school transport / escorts

Question: Are home-to-school transport people in scope?

Answer: There is a role code for "escort", however, drivers are not. What we are after is people who provide support to children eg with SEN, escorting them between various activities or locations.

New roles

Question: Executive principal role is being introduced as a leadership role – not a head

teacher but a professional who advises on the curriculum, pedagogy, resources etc – I don't think this is the same as the new executive head role – does a new role need to be considered?

Answer: The Department is moving towards adoption of the Workforce Data Standards, with a view to adopting these in time for the 2012 Census. Once these have been adopted there will be a wide range of possible roles and the Department will look at making more of these available in SWF. The role that best fits the function carried out by the staff member should be used for the 2011 collection and if this is difficult, seek advice from the DSD Helpdesk.

Peripatetic and Advisory Teachers

Question: How do we deal with the difference between peripatetic and advisory teachers? A variety of job titles is used in our schools, and they don't always correspond to the roles in the SWF codeset.

Answer: The distinction really lies in the function rather than the strict job title that is being used in any one instance – essentially whether the focus of the role is on direct support for pupils (peripatetic teacher), or on providing advice to the school or LA (advisory teacher). Use the role code that reflects what the person mostly does.

School crossing patrols and centrally employed catering staff

Question: Do school crossing patrols and centrally employed catering staff need to be included on the return?

Answer: School crossing patrols do not need to be included in SWF. However centrally employed catering staff would need to be included in the LA central return (providing they met the criteria of 'regular service' and spend the majority of their time in schools).

SIPS (School Improvement Partners)

Question: Do SIPS need to be included on the return?

Answer: SIPS do not need to be included. There is not a separate role code for them and it is unlikely that they meet the other criteria for inclusion – in regular service as SIPS or spending the majority of their time in schools.

Security Guards

Question: A school has two security guards that patrol the school perimeter. They don't enter the school, or its grounds, nor do the school pay them (they're employed and paid by a private company).

Answer: No, security guards acting in the way described above are not in scope for SWF.

Self-employed staff

Question: How do you record staff who are self-employed and in regular service.

Answer: This would depend on the role of the member of staff, if they are a teacher then we would require a full record. If they are support staff, they would only be included if they were in school on the Census Day in the third party support staff headcount.

Special Schools and PRUs

Question: When will special schools and PRUs be completing a School Workforce return?

Answer: Maintained special schools are in scope. PRUs are not in scope and there is currently no time frame for when they will come into scope. Centrally employed teachers in regular service and who work in PRUs should be included in the LA return.

Question: Are non maintained Special Schools required to complete this Census?

Answer: Non Maintained Special Schools are not required to complete the SWF.

Split contracts

Question: If a teacher was a full time music teacher at school A and then becomes part time at school A and part time Peripatetic (with LA at school B), how is this returned?

Answer: There should be returns for the part time contract from school A and the peripatetic duties from the LA. There should also be a closure record for the full time contract with school A at the appropriate time.

Question: If a teacher has a permanent full time appointment at school 1 but then becomes a part time teacher at school 1 AND a part time acting head at school 2, how is this returned?

Answer: Assuming the full time contract hasn't been closed, a contract record should be returned from school 1 with absence of secondment. The two part time contracts should also be returned with the appropriate hours etc on each. So in this particular example, the teacher will have 3 contract records returned: two from school 1 and one from school 2.

Staff over 70 years old

Question: Validation on age only allows up to age 70. Teachers pension allow membership up to age 75. Do we ignore those people between 70 and 75?

Answer: No, people aged over 70 should be recorded – COLLECT will no longer return a query for staff aged between 70 and 100. **[UPDATED]**

Supply teachers

Question: As an LA we have not included supply teachers on 618g, as the schools themselves reported any actually in schools on census day. Does the same apply, or do we have to go to the trouble of finding out details of all those who were in any schools that month? If so, there'll be a delay, as we won't have this information until after the pay run for the relevant month.

Answer: If a teacher is in regular service, ie any period of continuous service that lasts 28 days or more, then they are within scope of the SWF and we would expect to receive the information highlighted in the column 'agency/SA teachers in regular service' in the table in section 3.1 of the Guidance Notes for school employed staff. Note that for agency teachers if the daily rate field is set to yes then there is no need to provide the salary rate and other salary details, however, if it set to no, then the salary details should be provided. For occasional teachers (those that are in schools but not deemed to be in regular service because they have a contract for less than a month) a simple headcount of those in school on the Census day is required.

Question: Would a supply teacher who is being used regularly, but on an ad hoc basis, for absence cover, meetings, field trips etc need to be included in the return?

Answer: A supply teacher employed on an ad hoc basis would be an occasional teacher. Individual level data is only required from those that are in regular service, ie employed on a contract or service agreement for one month or more.

Supply teachers provided by the Local Authority

Question: What information needs to be included about supply teachers provided by the Local Authority to a school?

Answer: In this situation the LA is acting like a supply agency and so the school should return the information required for an agency teacher. If the supply teacher is in regular service in the school, ie has a contract for 28 days or more, then the school should return a service agreement record for that teacher. If they do not have a contract of 28 days or more but are in school on the Census day, then they should be included in the occasional teacher headcount. The LA should also provide a contract record for all those teachers who are in regular service or have been in regular service during the census period. We appreciate that for some LAs this is difficult to provide as the information may not be easily accessible. The Department is interested in the pay and deployment of these teachers and if LAs are having real difficulty providing this information please let us know via the DSD Helpdesk, dsd.helpdesk@education.qsi.gov.uk.

Question: Why is the Department still collecting information from schools on supply teachers provided by LAs, where the LA is acting like a supply agency, when it has dropped the requirement for schools to provide information on centrally employed staff visiting them regularly?

Answer: Ideally we would still like to collect data on all staff working in schools but we have listened to feedback from the pilot collections. The suspension of some of the requirements is in direct response to the problems that some schools/LAs have encountered in submitting this data. Supply teachers form a distinct group that impact directly on the education of children but it is a group that the Department currently knows little about. Therefore we wish to maintain current efforts to collect school deployment data.

Third party support staff

Question: How do we deal with staff who are employed by the PCT but who work on a full-time (or part-time) basis at our schools? We have one special school in particular who have a number of nurses.

Answer: The PCT would be viewed as a third party provider. The only way these staff would come into scope would be if they were in school on the Census Day and then they would be included in the headcount of third party support staff.

Trust schools

Question: We have a school which is going to become a trust school in the September this year. Can you advise who is now responsible for the collection, compliance and approval of the school?

Answer: The LA will still be responsible for ensuring collection of the SWF census. Only academies fall outside of LAs' responsibility for SWF.

Volunteers

Question: Are 'volunteers' to be included or excluded in the School Workforce Census – as

our Data Protection Officer has suggested that we may need to make a few amendments to our Fair Processing Notice if volunteers are included

Answer: Volunteers are not included in the School Workforce Census.

STAFF DETAILS

Ethnic Code

Question: Does 'NOBT - Not Obtained' mean asked for but not supplied or responded to, or does it mean not requested?

Answer: Ethnicity data should be requested from all members of staff. If staff refuse to supply their ethnicity then REFU - refused should be used. If however, the data has not yet been requested, supplied or entered onto the MIS then NOBT – information not yet obtained should be used.

Former Family Names

Question: For schools not storing contract information on their MIS it may be difficult to automatically decide whether to populate Former Family Names or not. If the school does happen to store former family names for non-teaching support staff already in their database, is there a problem if they do return this data?

Answer: Former family name is not required in SWF for other support staff (all support staff except teaching assistants) or agency teachers so schools and LAs are not required to record this information. It is up to schools what information they store on their management information systems and data that is not required in SWF should be filtered out in the extraction process.

Gender

Question: We don't understand how values other than male or female can be allowed. Surely the school should not be allowed to submit not known or not specified?

Answer: This set of codes complies with e-GIF. There are some cases where a person does not know their own gender, albeit rare, hence the 'not known' value.

Name – known as

Question: Is there a 'known as' name option for staff?

Answer: No - e-GIF does allow a Person Requested Name, and suppliers and users are welcome to use it locally. We're not collecting it because standardising on legal name gives us a firm basis for identity matching.

National Insurance numbers

Question: One of my schools is having some difficulty persuading a supply teacher to provide their National Insurance Number, does this really need to be submitted?

Answer: National Insurance Number is part of the minimum dataset necessary for the matching and reconciliation process and also the identification of individuals so that a database can be built over time, enabling statistics to be produced to inform recruitment and retention issues. However, given that records provided by schools for agency / service agreement teachers are unlikely to need to be matched and reconciled with records from the LA, as long as Teacher Number is provided for these teachers, the Department will accept records for agency / service agreement teachers without National Insurance Numbers. Schools or LAs submitting such records without National Insurance numbers will need to be aware that queries will be generated when the data is uploaded to COLLECT and will need to add notes

against those queries to explain why NI number has not been submitted. Please be aware that NI number is essential for other types of staff, eg where records from schools and LAs are to be matched and reconciled and for support staff for whom NI number is the only unique identifier submitted.

Question: Temporary NI numbers are given to new arrivals in the country, the expectation being they will apply for a permanent one. These are usually in the format TNddmmyyM or TNddmmyyF for males and females respectively and school MIS systems will not accept this format and an error is generated when the workforce census is produced. How should we deal with this?

Answer: The Department uses NI numbers for matching purposes and for tracking individuals over time so that statistics can be produced on length of service, turnover etc. Temporary NI numbers are not useful for this purpose and so our advice would be to not include them. An error will be generated in COLLECT and the school would need to write a note against the error to explain why one has not been submitted.

QTS Route - Newly Qualified Teachers

Question: Is it right that QTS route was only required for newly qualified teachers?

Answer: No this is only to be returned for staff currently in schools en route to achieving QTS. This does not have to be back filled for staff who already have QTS.

Teacher number

Question: What happens to teachers who are awaiting a GTC teacher number but have a Scottish one which is a digit shorter?

Answer: The Department uses teacher numbers for matching purposes and for tracking individuals over time so that statistics can be produced on length of service, turnover etc. Scottish teacher numbers are not useful for this purpose and so our advice would be to not include them. A query will be generated in COLLECT and a note will need to be written against the query to explain why one has not been submitted.

TECHNICAL ISSUES AND MAKING THE RETURN

Central return

Question: I have created the central return but the file will not upload to COLLECT. Error message: - "An error occurred uploading the file. Please contact your system administrator. FileName: 357_SWF11_001.xml Details: The Organisation has not been found in the Expected List."

Answer: The file still includes the Estab tag. The file needs to be opened in a word or text pad and Estab tag completely removed.

CSV to XML conversion tool

Question: For the AP Census the Department provided a conversion tool to convert csv files to XML will the same be provided for SWF?

Answer: The Department has provided two conversion tools for the Autumn collection – one for the school employed staff and another for the centrally employed staff as the data required for these two groups are different. These are available from the Department's website - <http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datacollections/swf/docsandtools/a0013661/school-workforce-census-csv-to-xml-conversion-tools>. **[UPDATED]**

Matching and reconciliation (M&R)

Question: Is it possible for more than one user in an LA to carry out M&R at the same time?

Answer: Yes as long as they are not both trying to work on the same return at the same time. For example, one person could complete M&R on schools A to G and someone else to do M&R on schools H to K. They could both be carrying out that work at the same time.

Reports

Question: Could there be a school summary report that schools can see before submitting – at present schools can submit a return with no contract data?

Answer: A school summary report which can be generated from school MIS, similar to that provided for the School Census, has been provided for the Autumn collection. This will highlight the number of staff with missing contracts and can be used for data checking and head teacher sign off.

Question: Can the school summary report and missing contracts report in COLLECT be available for school users, not just LA users?

Answer: These will be available for the Autumn collection.

Question: The school summary report is good for schools but could something similar be provided for those LAs that are returning all the data from their central system?

Answer: A tool to generate a school summary type report from LA systems will be available by the end of July.

Date format

Question: Please change the existing date format of day-month-year for data entry?

Answer: The format in which the dates are submitted to the Department is fixed by cross-government data standardisation. However, this does not mean that the dates need to be entered into MIS in the same format. Schools and LAs can bring this issue up with software suppliers.

Resubmissions to COLLECT

Question: With XML files, will a second submission to COLLECT overwrite the first?

Answer: Yes a second XML file will overwrite the data already submitted if the LA Number, Estab, Software Code and Source Level in the file header are the same as that already submitted to COLLECT.

Returning data via COLLECT

Question: Is COLLECT the only way to submit the returns to the Department?

Answer: Yes it is.

Question: We are an academy and have completed the SWF and submitted the data on COLLECT. We understand that we are responsible for approving this data, however there is no approve button.

Answer: You need to go back to the main screen and instead of selecting Source you need to select Agent then you will be able to click the approve button.

VALIDATION

Error 4750

Question: Rule 4750 - says must be in the format 99.99. Field involved is hours per week so is validation really that the value must be in a particular range? Also, is the decimal part of the value supposed to be a number of minutes rather than a true decimal fraction?

Answer: Description of the field in the specification tables includes "eg 19.5 hours for a teacher working three days per week." This is a true decimal and 30 minutes is represented as 0.5. No range check is required only a format check is needed here.

Error 4770

Question: Rule 4770 - says must be format 99. Field is Weeks per Year so is check really that it must be between 1 and 52?

Answer: No range check is required only a format check is needed here, however COLLECT only allows values 1 to 53.